



The United States Agency for International Development (USAID/Caucasus) in Baku, Azerbaijan is seeking applications for the two-year position (extendable) of:

PROJECT MANAGEMENT SPECIALIST (Health), FSN-10

OPEN TO: All Interested Citizens of Azerbaijan

OPENING DATE: April 30, 2008

CLOSING DATE: May 13, 2008

Basic Function: This position is located in the Office of Social Transition, USAID/Caucasus, Baku, Azerbaijan. The incumbent will assist S.O. 3.4 Team Leader and other team members in health program development and carrying out the full range of planning, coordinating, implementing, monitoring, administrative and evaluation of health program activities and result packages in support of the S.O.'s health portfolio and strategic plan. Manages, evaluates and reports on the health-specific programs for which s/he has been assigned. Plans and develops new health initiatives, prepares or oversees preparation of a variety of project and program documents.

Position Grade: Full performance grade level for this position is: **FSN-10**. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

Required Qualifications:

Education: A Master's degree in Public Health or related field with an advanced medical degree is required.

Work experience: Four to six years of progressively responsible experience in the health field, at least two of which were specifically in the area of Public Health is required. Experience should include analysis and interpretation of data and the presentation of findings in written and/or oral form. Experience with health-based NGOs is highly desirable.

Language Proficiency: Level IV (Fluent), strong written and oral proficiency in English is required. Equivalent Azerbaijani is required. Fluency in Russian is highly desirable.

Skills: A broad knowledge including health reform, maternal child health, TB and Azerbaijani other key Public Health concerns is required. Must have extensive knowledge of the different branches in the Azerbaijan and Azerbaijani Governments, particularly the Ministry of Health. Thorough knowledge or potential to acquire such knowledge, of U.S. Government legislation relating to development assistance and USAID programming policies, regulations procedures and documentation.

Skills in conceptualizing project programming, policies and plans and developing strategies for their implementation are required. Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. Proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) is required.

Completed Application Form OF-612 and a Current Résumé/CV must be sent to the following e-mail address: hr-Baku@usaid.gov. All applications must have the position number 112-08-04 and position title identified. Late applications will not be accepted.

Only short-listed applicants will be contacted. Telephone calls or individual appointments will not be accepted.